



Iowa Plumbing & Mechanical Systems Board

Continuing Education Information

**IOWA DEPT. OF PUBLIC HEALTH
PLUMBING AND MECHANICAL SYSTEMS BOARD
LUCAS STATE OFFICE BUILDING
321 E. 12th STREET
DES MOINES, IOWA 50319
866-280-1521**

This document provides information to Continuing Education providers offering courses to plumbing and mechanical systems license holders in the State of Iowa. Continuing Education providers should also review Iowa Code section 105.20 and Iowa Administrative Code r. 641-30.1 through 30.8 for additional requirements and rules governing continuing education for plumbers and mechanical systems license holders.

1. For courses to be accepted for continuing education credit, COURSES AND INSTRUCTORS must have prior approval of the board. Approved courses must be delivered by approved instructors and approved instructors must deliver approved courses for the course to be accepted for continuing education credit. Applications for course approval should be filed at least sixty days prior to the course date.
2. All courses must be pre-approved by the Plumbing and Mechanical Systems Board, the Board's Continuing Education Committee, or the Board's Executive Officer, or his or her designee.
3. All continuing education courses approved by the Iowa Plumbing and Mechanical Systems Board are subject to audit by current Plumbing and Mechanical Systems Board members. Instructors and institutions/businesses offering courses to Iowa plumbing and mechanical systems professionals for the purpose of satisfying continuing education requirements for continued licensure shall permit members of the Plumbing and Mechanical Systems Board to attend classes, in full, without charge for attendance. Reasonable fees for course materials will be paid by the Plumbing and Mechanical Systems Board. Board members who hold discipline licenses will not be permitted to obtain continuing education credit for their discipline license by auditing courses.
4. At the conclusion of an approved continuing education course, the instructor shall inform each student that a survey of the course may be completed and submitted by the student to the Plumbing and Mechanical Systems Board through either a Board approved written evaluation form or an internet-based form.
5. At the conclusion of the course, each student completing a continuing education course approved by the Plumbing and Mechanical Systems Board shall be issued a Certificate of Completion by the Continuing Education provider. The Certificate of Completion shall include the following:
 - ☐ First name, last name and PMSB license number of the participant
 - ☐ Course name
 - ☐ Course ID#
 - ☐ Date of course
 - ☐ Actual number of hours of course attendance, including the number of hours of Plumbing Code, Mechanical Code, IOSHA, and/or discipline study
 - ☐ Instructor's first name, last name and Board Approval ID#
 - ☐ Signature of Instructor (electronic signature accepted)

6. Within 30 days of the completion of the course, the instructor or authorized person shall submit to the Board a typed or electronic course completion roster for the course. This roster shall include the following:

- ☐ First names, last names and PMSB license numbers of all participants
- ☐ Course name
- ☐ Course ID #
- ☐ Date of course
- ☐ Location of course
- ☐ Actual number of hours of course instruction, including the number of Plumbing Code, Mechanical Code, IOSHA, and/or discipline study
- ☐ Instructor's first name, last name and Board Approval ID#
- ☐ Signature of Instructor (electronic signature accepted)

These may be submitted:

By Fax to: 515-281-6114

By Mail to: **IOWA DEPT. OF PUBLIC HEALTH
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7. Within 30 days of the completion of an electronic course, the instructor or authorized person shall submit to the Board a typed or electronic course completion roster for the course. This roster shall include the following:

- ☐ First names, last names and PMSB license numbers of all participants
- ☐ Course name
- ☐ Course ID #
- ☐ Date of course
- ☐ Location of course
- ☐ Actual number of hours of course instruction, including the number of Plumbing Code, Mechanical Code, IOSHA, and/or discipline study
- ☐ Instructor's first name, last name and Board Approval ID# (if applicable)
- ☐ Signature of Instructor or authorized person (electronic signature accepted)

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8. Applications for renewal of Instructors shall be submitted every three years. Applications for renewal are encouraged to be submitted within 120 days prior to the instructor's renewal date.
9. Applications for renewal of courses shall be submitted annually. Applications for renewal are encouraged to be submitted within 60 days prior to course's renewal date.
10. Course ID numbers and Board Instructor ID numbers shall not be published or provided to the public or licensee in any documents other than the completion certificate.